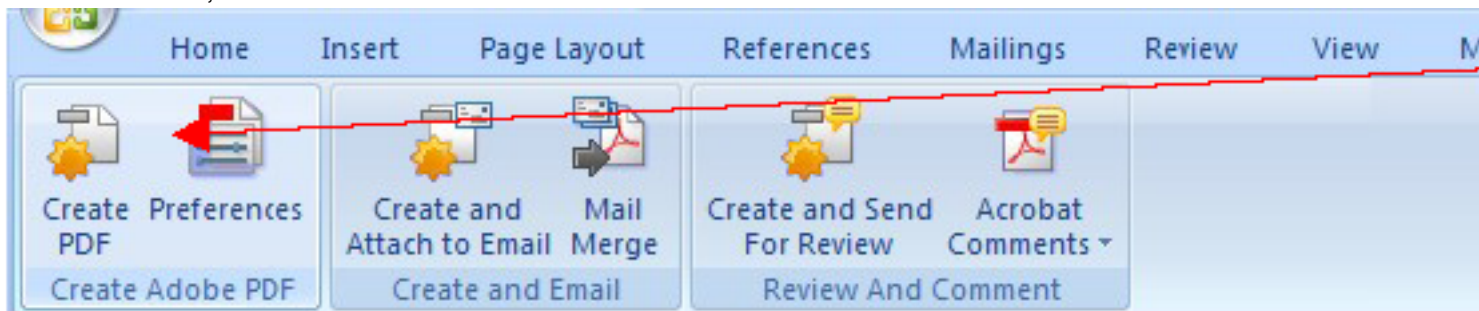
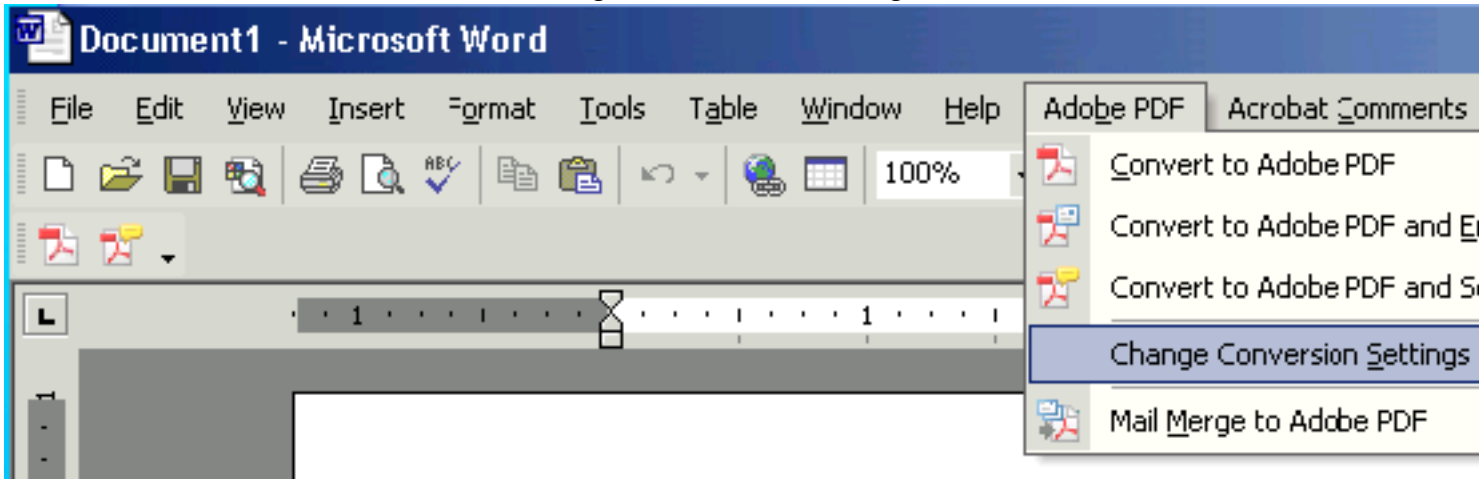


## Word 2007 (or older) with the Adobe PDFMaker plugin

In **Word 2007**, click the Acrobat tab and "Preferences":

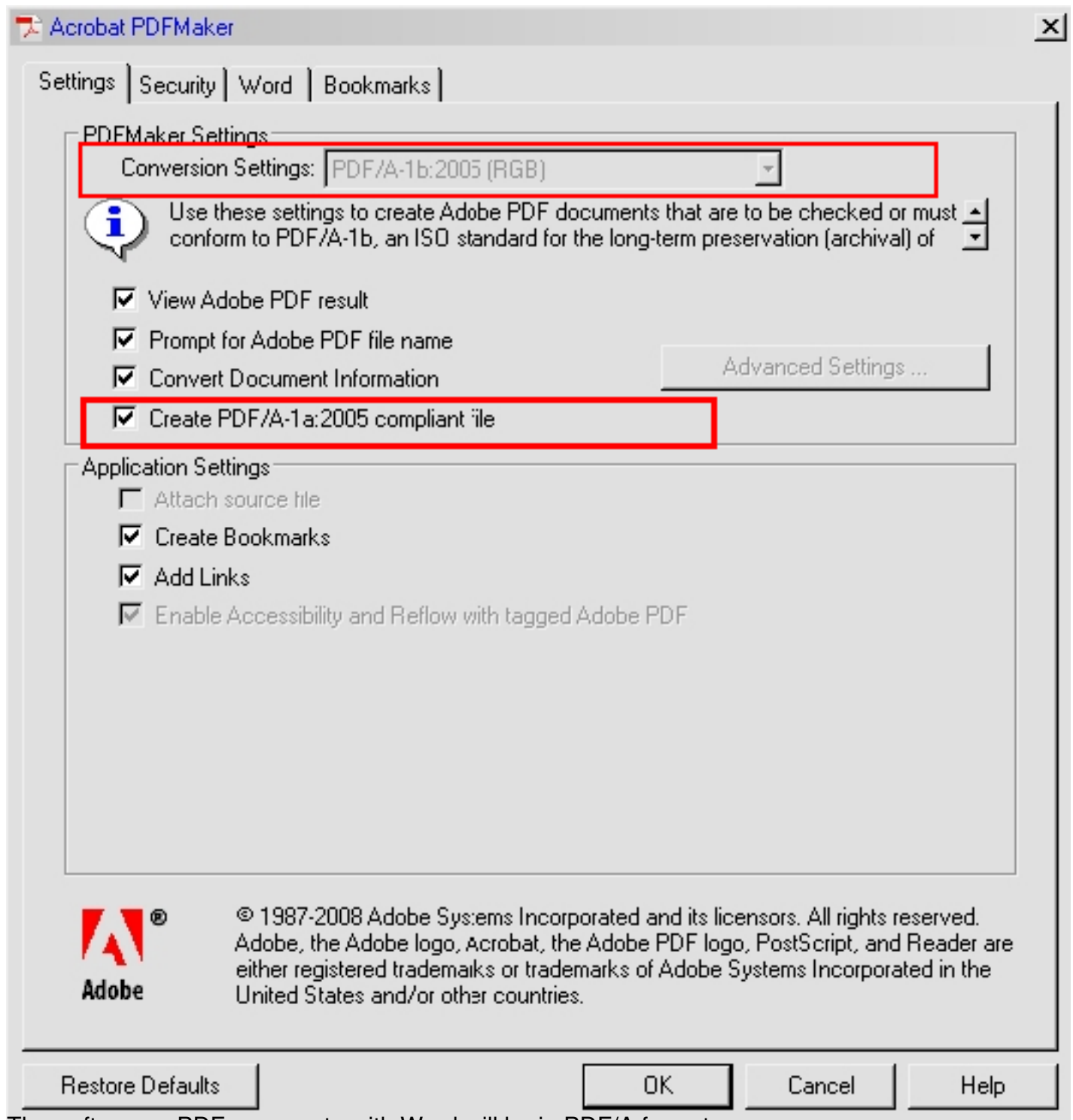


In **older versions of Word**, select "Change Conversion Settings" from the Adobe PDF menu:



The "Acrobat PDFMaker" window is displayed.

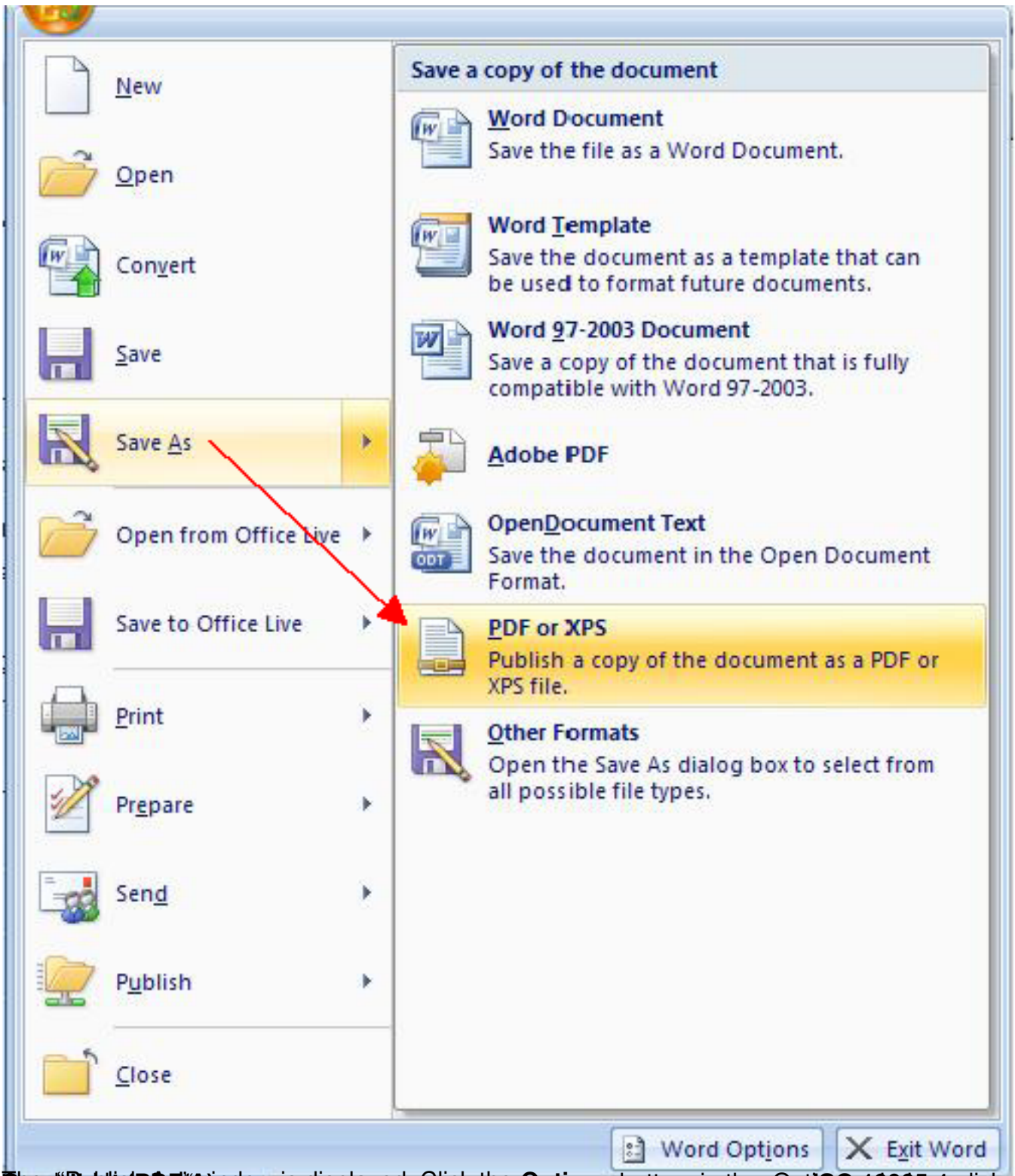
1. In the "Conversion Settings" drop-down, select **PDF/A-1b:2005 (RGB)** ["PDF/A-1b:2005 (CMYK)" is also acceptable].
2. Check the box for **Create PDF/A-1a:2005 compliant file**.
3. Click the **OK** button.



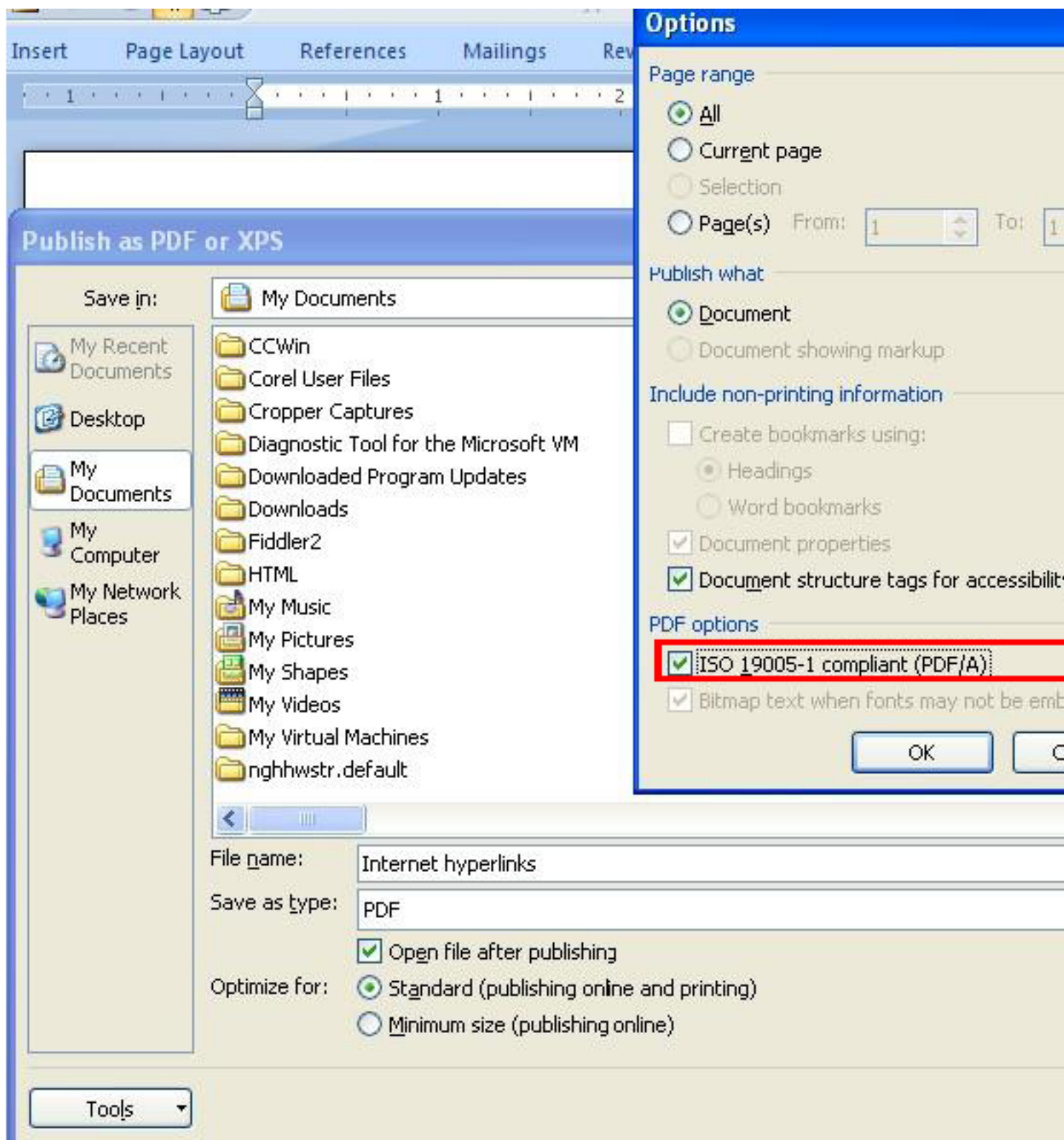
Thereafter, any PDF you create with Word will be in PDF/A format.

## Word 2007 (without PDFMaker)

Click **"Save As"** and select **"PDF or XPS"**:

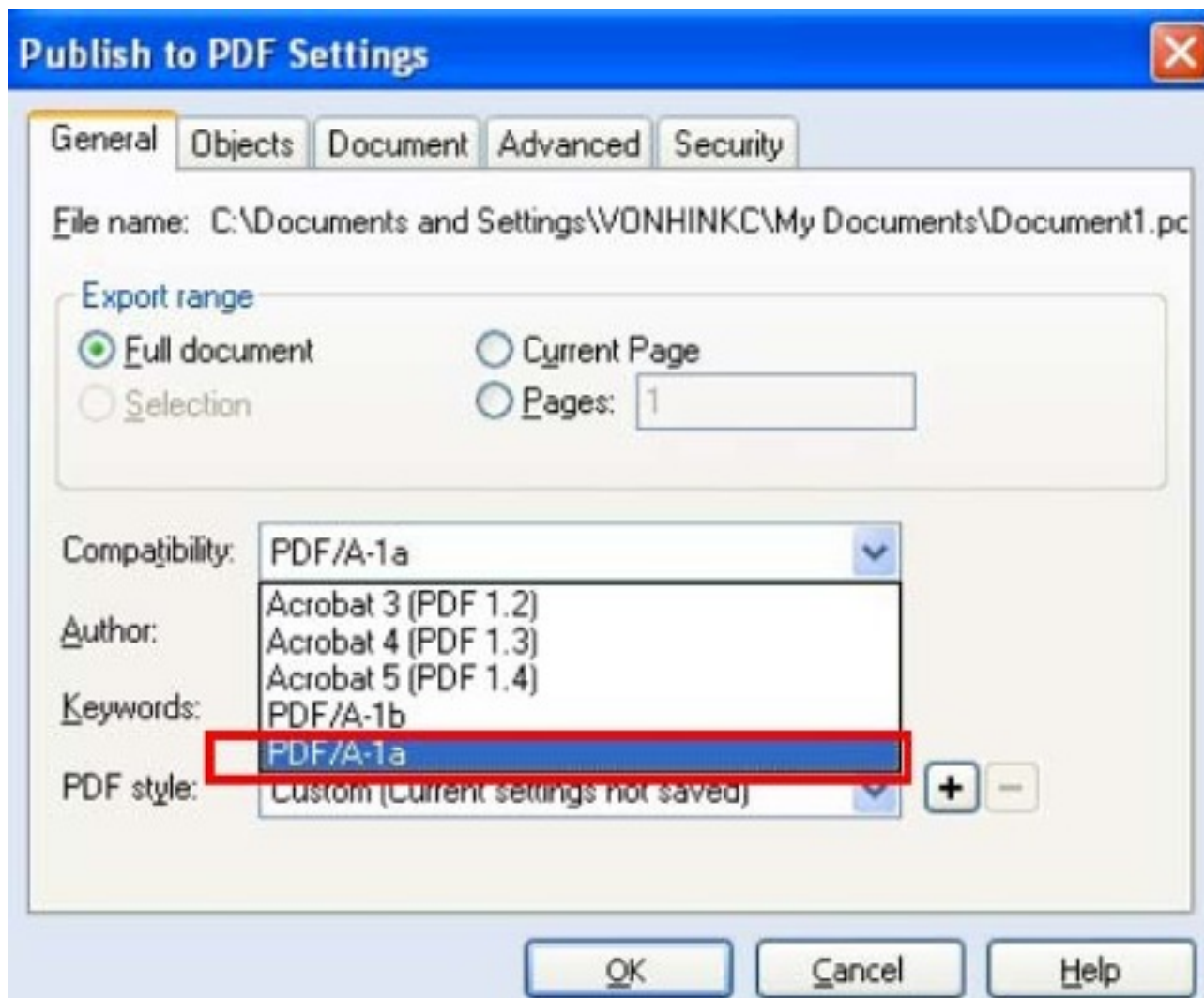


The "Publish (PDF/A)" window is displayed. Click the **Options** button; in the Options window, click **ISO 19005-1**.



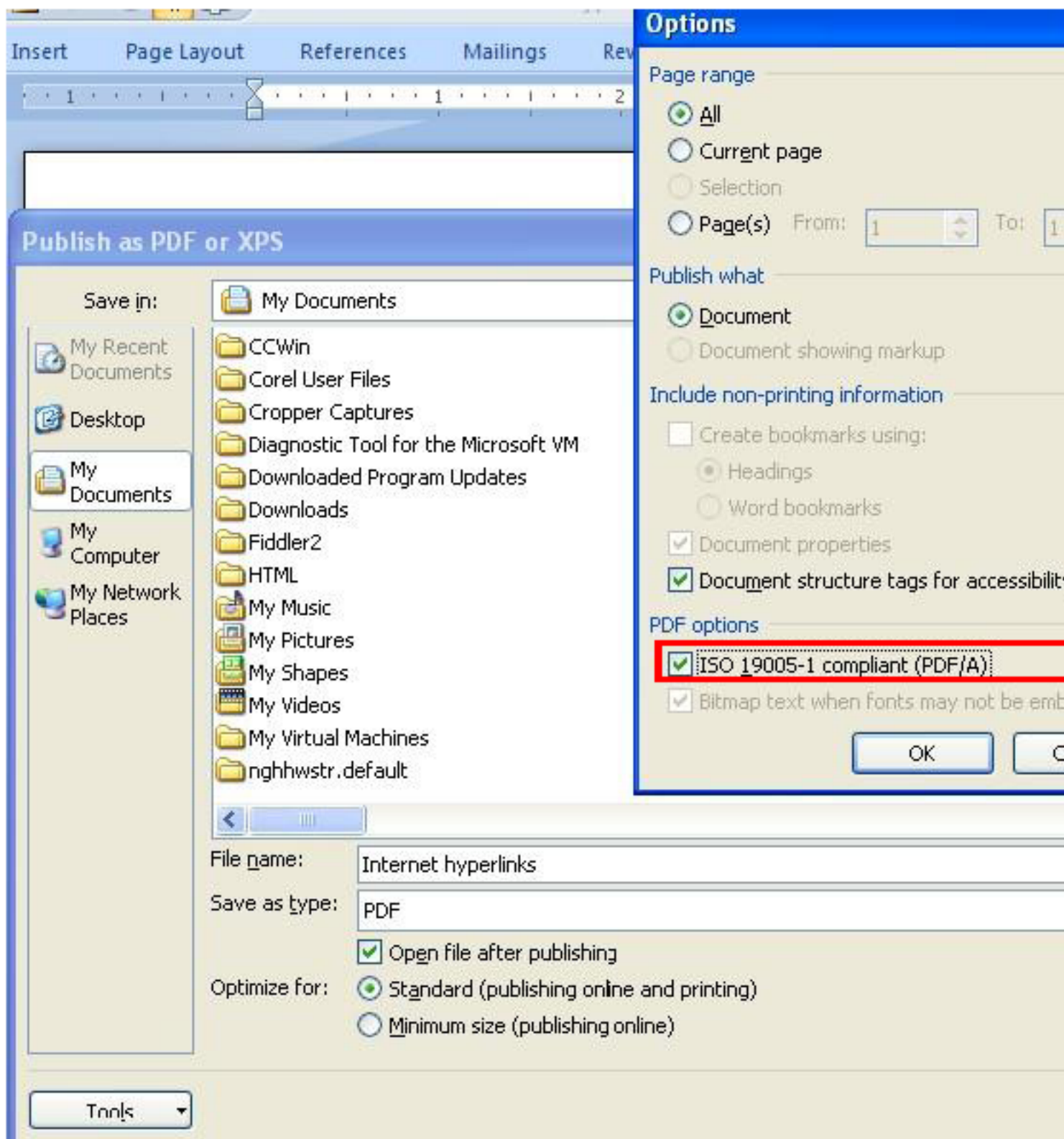
Click the **OK** button to return to the "Publish As" window. Click the **Publish** button to save the Word 2010

Click "**File, Save & Send**" and select "**Create PDF/XPS**":



is displayed. Click the **Options** button; in





Click the **OK** button to return to the "Publish As" window. Click the **Publish** button to save the PDF file.